

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Public Services Director	Job Family:
General Classification: Management	Job Grade:

Definition: To direct, manage, and support the operations and activities of the Utilities Department.

Distinguishing Characteristics: This position serves as department head, directing the following programs: Water, Wastewater, Engineering, Solid Waste Management, Industrial Waste Discharge, Streets and Sidewalks, and Utilities. Administrative direction is provided by the City Manager.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Ensures that departmental divisions perform effectively by establishing goals, objectives, and policy guidelines and by reviewing performance of divisions and contractors.
2. Manages, directs, and organizes personnel, facilities, and other resources of the department in order to achieve an acceptable level of service.
3. Hires, trains, motivates, and evaluates staff. Assigns work activities, projects and programs, monitors work flow, reviews and evaluates work products and methods.
4. Coordinates work of the department with other City departments, municipalities, and agencies. Often serves as a representative of the City.
5. Keeps City management and City Council properly informed of activities and issues of the department.
6. Ensures fiscal soundness of the department by developing, justifying, and administering the department's capital and operating budgets, including analyzing expenses and establishing rates and fees to cover all costs of the enterprises.
7. Analyzes, plans, and implements improvements in performance of Utilities operations, including labor pooling, work scheduling, work analysis, equipment utilization, contracting, new technologies, and innovative financing.
8. Serves on various City-wide committees.

9. Prepares for, directs and participates in staff presentations at Council meetings.
10. Coordinates with other departments the operational impacts of other department projects and activities.
11. Performs other related duties as assigned.

Minimum Qualifications:

Knowledge of: Current principles, methods, practices, and issues related to utilities systems management; principles and practices necessary to ensure loss prevention and employee safety; principles and practices of strategic planning; municipal government structure and management; pertinent Federal, State, and local laws and practices related to utilities operations; municipal budgeting procedures and techniques; principles and practices of supervision, training, and personnel management; principles of business correspondence and report writing.

Ability to: Develop and implement public programs, projects, and procedures; communicate clearly and concisely, both orally and in writing; plan, organize, and direct a municipal utilities department; interpret and explain departmental policies and procedures; select, train, supervise, and evaluate departmental staff; coordinate and represent utilities operations, programs, and policies with Council, commissions, management, staff, business, and the community; develop, prepare, and administer a departmental budget; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to completion of a bachelor's degree in engineering, public administration, or a related field and five years of increasingly responsible experience in the management of utilities operations, three years of which must have been at a supervisory or management level. Completion of a master's degree in engineering, business administration, or a related field is highly desirable.

Required Licenses or Certificates: Valid California driver's license.

Working Conditions:

Established September 1981
Revised May 1995

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